


**OFFICE OF MEMBER SECRETARY, HARYANA STATE LEGAL
SERVICES AUTHORITY, INSTITUTIONAL PLOT NO.9,
SECTOR-14, PANCHKULA**

ADVERTISEMENT

Applications are invited for constitution of a panel of Counsellors (3 each in 22 districts i.e 01 Child Counsellor and 02 General Counsellors) in each District Mediation and Conciliation Centre in the State of Haryana.

For detailed advertisement, application form, qualifications, experience, honorarium, age etc. for the aforesaid panel, please visit official website of HALSA “www.hslsa.gov.in”.

Application Form duly filled along with requisite documents shall reach the concerned District Legal Services Authority (where the candidate is willing to apply) latest by 28.03.2024 (before 5:00 p.m.).


Member Secretary,
Haryana State Legal Services Authority,
Panchkula

HARYANA STATE LEGAL SERVICES AUTHORITY, PANCHKULA.
(Institutional Plot No.9, Sector-14, Panchkula)

STANDARD OPERATING PROCEDURE (SOP)

Haryana State Legal Services Authority, Panchkula has initiated a process for empanelment of Counsellors for a period of one year or till proposed amendments/insertions/substitutions relating to empanelment of Counsellors is recommended in 'Haryana Family Courts Rules, 2007' notified by the Haryana Government. Further, Haryana Government vide letter No.20/2/2024-4JJ(1) dated 02.02.2024 conveyed for constitution of empanelment of Counsellors (3 in 22 districts i.e. 01 Child Counsellor and 02 General Counsellors) in pursuance of order dated 04.01.2024 passed by Hon'ble High Court of Punjab & Haryana in CWP-PIL No.3 of 2024 titled as Courts on its own motion Vs. State of Punjab.

In view of the above, term and Condition/Qualification for empanelment of Counsellors, three in each District of Haryana is as under:-

| Sr No | Nomenclature of the posts | Qualification and Experience | Age | No. of Counsellors to be engaged | Honorarium |
|--------------|----------------------------------|---|---|---|--|
| 1. | Child Counsellor | Master's Degree in Sociology/Social Work/Psychology. (Preference shall be given to law graduates who have requisite experience of working with NGOs and in the field of Child and matrimonial counseling. | Not exceed the age of 62 years, subject to condition of upper age limit be relaxed by the Competent Authority in case of deserving candidate. | 22 | Rs.2,000/- per sitting (Subject to 30 sitting per month) |
| 2. | General Counsellors | | | 44 | |

WORK PROFILE OF CHILD COUNSELLOR

The Child Counsellor would do counseling of children and parents in matters of custody including joint custody/shared parenting. The Child Counsellor would assess whether the parents will be able to co-operate and generally agree concerning important decisions affecting the welfare of the child. He/She would also assess whether each of the parents is willing and able to facilitate and encourage a close and continuing relationship between the child and the other parent. The Child Counsellor would also assess whether the parents are able to jointly design and implement a day to day care-plan that fosters stability. The Child Counsellors would

also assess the child's existing relationship with each parent, siblings and other persons who may significantly affect the child's welfare. He/She would also do counseling of children in cases/matters affecting the children.

WORK PROFILE OF GENERAL COUNSELLORS

The General Counsellors would do counseling in matrimonial disputes, matters relating to women and children, senior citizens etc. Many complaints are received from senior citizens on account of family disputes. The General Counsellors would help couples to understand the source of their conflicts and try to resolve them. They would help address and resolve the issues that couples may not realize are the core of their problems. They would analyze the behavioral patterns of couples and identify those who leads the conflict, in order to get resolved the disputes.

SELECTION CRITERIA

Selection shall be made on the basis of interview/interaction. Knowledge, experience and expertise in relevant field shall be assessed during the course of interview/interaction. The State Authority shall reserve the right to shortlist the applications on the basis of the criteria fixed by the Authority.

HOW TO APPLY:-

The Candidates are required **to submit their application form to the office of Secretary, District Legal Services Authority for the district where they want to get empaneled.** The District wise details regarding addresses of the office of Secretary, District Legal Services Authorities are as under:-

| Sr. No. | District |
|----------------|--|
| 1. | District Legal Services Authority ADR Centre, District Courts Complex, Amabala Helpline : 0171-2532142, Email : dlsaambala@gmail.com |
| 2 | District Legal Services Authority ADR Centre, District Courts Complex, Bhiwani Helpline : 01664-245933, Email : dlsabhiwani2@gmail.com |
| 3 | District Legal Services Authority ADR Centre, District Courts Complex, Faridabad Helpline : 0129-2261898, Email : dlsa.frb@hry.gov.in |
| 4 | District Legal Services Authority ADR Centre, District Courts Complex, Fatehabad Helpline : 01667-231174, Email : dlsafatehabad@gmail.com |
| 5 | District Legal Services Authority ADR Centre, District Courts Complex, |

| | |
|----|---|
| | Hissar Helpline : 01662-270078, Email : dlsahisar@gmail.com |
| 6 | District Legal Services Authority ADR Centre, District Courts Complex, Jind Helpline : 01681-245048, Email : jinddlsa@gmail.com |
| 7 | District Legal Services Authority ADR Centre, District Courts Complex, Jhajjar Helpline : 01251-252013, Email : dlsajjr2@gmail.com |
| 8 | District Legal Services Authority ADR Centre, District Courts Complex, Kurukshetra Helpline : 01744-220216, Email : dlsakrk@gmail.com |
| 9 | District Legal Services Authority ADR Centre, District Courts Complex, Karnal Helpline : 0184-2266138, Email : dlsa.karnal@aij.gov.in |
| 10 | District Legal Services Authority ADR Centre, District Courts Complex, Kaithal Helpline : 01746-235759, Email : dlsakaithal@gmail.com |
| 11 | District Legal Services Authority ADR Centre, District Courts Complex, Nuh Helpline : 01267-271072, Email : dlsamewat@gmail.com |
| 12 | District Legal Services Authority ADR Centre, District Courts Complex, Narnaul Helpline : 01282-250322, Email : nrldlsa@gmail.com |
| 13 | District Legal Services Authority ADR Centre, District Courts Complex, Palwal Helpline : 01275-297003, Email : palwaldlsa@gmail.com |
| 14 | District Legal Services Authority ADR Centre, District Courts Complex, Rohtak Helpline : 01262-257304, Email : dlsartk1@gmail.com |
| 15 | District Legal Services Authority ADR Centre, District Courts Complex, Rewari Helpline : 01274-220062, Email : cjmdlsarwr@gmail.com |
| 16 | District Legal Services Authority ADR Centre, District Courts Complex, Sirsa Helpline : 01666-247002, Email : sirsadlsa@gmail.com |
| 17 | District Legal Services Authority ADR Centre, District Courts Complex, Sonapat Helpline : 0130-2220057, Email : dlsaspt@gmail.com |

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|-----|---|
| 18 | District Legal Services Authority ADR Centre, District Courts Complex, Yamuna Nagar Helpline : 01732-220840, Email : dlsaynr@gmail.com |
| 19. | District Legal Services Authority ADR Centre, District Courts Complex, Panchkula Helpline : 0172-2585566, Email : dlsapkl@yahoo.co.in |
| 20. | District Legal Services Authority ADR Centre, District Courts Complex, Gurgaon Helpline : 0124-2221501, Email:- staffcjmnggn2@gmail.com |
| 21. | District Legal Services Authority ADR Centre, District Courts Complex, Panipat Helpline : 0180-2640222, Email:- dlsapnp@gmail.com |
| 22. | District Legal Services Authority ADR Centre, District Courts Complex, Charkhi Dadri Helpline : 01250-223890 Email : charkhidadridlsa@gmail.com |

Note:-

- Any candidate interested to apply in more than one district may submit the separate applications in the offices of the respective districts.
- The candidates are requested to submit the application form (Annexure A) along with the attested copies of documents from Gazetted Officer i.e. ID Proof, Proof of Date of Birth, Certificates of Educational Qualification, Matric and above, Experience certificates and other relevant documents relied upon.

AGE:-

A candidate must not exceed the age of 62 years as on the last date of receipt of application and must be a citizen of India. However, the condition of upper age limit may be relaxed by the competent authority in case of deserving candidate.

Last date to apply:

The last date for submission of application is 28.03.2024 till 05.00 PM

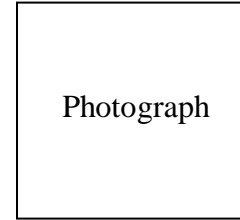
Note:- Any application received after the last date shall not be entertained under any circumstances. The office of District Legal Services Authorities shall not be responsible for any kind of delay including of postal/courier services.

IMPORTANT INSTRUCTIONS

1. No TA/DA will be payable to the candidates for appearing in the interaction/interview.
2. All announcements regarding the empanelment process will be made on the official websites of the respective district judicial Courts as well as through the office of District Legal Services Authorities of the districts.
3. The candidates are advised to keep on visiting the official websites of the District Judicial Courts of the respective District and also to get in touch with the office(s) of the District Legal Services Authorities of the respective district(s).
4. Haryana State Legal Services Authority and the offices of the District Legal Services Authorities shall not be responsible for any kind of lapse on the part of candidate as to missing any information posted by the authority regarding empanelment related announcements.

DOCUMENTATION

The self attested copies of documents i.e. ID proof, date of birth, all certificates of educational qualification/Experience and other certificates relied up are to be attached with the application form.

APPLICATION FOR EMPANELMENT OF CHILD COUNSELLOR/GENERAL COUNSELLOR**APPLICATION FORM****District:** _____**Name of the Position applied for:** _____

| | | | | |
|---------|--|------------------------------------|-----------------|---------------------------------|
| 1. | Name | | | |
| 2. | Father's /Husband's Name | | | |
| 3. | Date of Birth (Along with proof) | | | |
| 4. | Age as on date of 01.01.2024 | | | |
| 5. | Permanent Address and Home District | | | |
| 6. | Correspondence Address | | | |
| 7. | Mobile No. and Email ID | | | |
| 8. | Education Qualification | | | |
| Sr. No. | Degree/Course | Name of Board/University/Institute | Year of Passing | Obtained percentage (Aggregate) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 9. | Experience (if any) | | | |
| 10. | Identity proof (AADHAR, PAN) | | | |
| 11. | Present Occupation | | | |
| 12. | Nationality/Gender | | | |
| 13. | Religion | | | |
| 14. | Any other accomplishment(s), the candidate may like to inform | | | |
| 15. | Whether any Criminal case has been registered against the applicant? If Yes, the details thereof | | | |
| 16. | Whether the applicant has ever been charge-sheeted for any criminal offence or in any departmental proceedings?If yes, the details thereof | | | |
| 17. | Whether the applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof. | | | |
| 18. | Does the applicant has ore than one living spouse? | | | |
| 19. | Does the applicant attract any of the disqualification listed in the vacancy circular? | | | |

➤ List of the documents to be attached:-

- Attested copies of documents in support of educational qualifications from Gazetted Officer
- Attested copies of documents in support of identity proof (AADHAR/PAN) from Gazetted Officer
- Attested copies of documents in support of date of birth from Gazetted Officer
- Attested copies of documents in support of Experience from Gazetted Officer
- Attested copies of any other relevant document in support of his/her application from Gazetted Officer

Place:

Date:

Signature of the Candidate

I undertake that I have not concealed any material information. I further undertake that in case at any stage, I have been found guilty of concealing any material information, my candidature/subsequent empanelment be cancelled with immediate effect.

Signature of the Candidate

Note: The application form alongwith relevant documents are to be submitted in the office of District Legal Services Authority of that District(s) where the applicant wants to apply.